

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF
COMMODITIES AND SERVICES FROM THE HANDICAPPED**

**P.O. Box 745
Institute, WV 25112**

Minutes

February 20, 2002

**F.Ray Power Building, Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia**

ATTENDANCE: Lee Dixon, Jack McComas, Dennis Miller, Steve King, Chris Miller, and Craig Greening. Deanna Thompson, Mercer County Sheltered Workshop and Phyllis Cantrell, Gateway Industries. Absent from the meeting were Curt Curtiss, Ken Kennedy, Linda Maniak, and Donna Prunty.

APPROVAL OF MINUTES: Minutes were not voted on and approved as there was an insufficient number of members in attendance at the meeting for a quorum.

FINANCIAL REPORT: Upon Ken Kennedy's absence from the meeting, Lee Dixon gave the budget balance which is \$2,598.10.

Steve King indicated that WVARF would be willing to wait until the 1st of April for payment on the annual reports so that money would not have to be transferred within quarters.

REPORT OF CHAIRMAN: No Report.

REPORT OF EXECUTIVE SECRETARY: Executive Secretary was absent. No Report.

REPORT OF WVARF EXECUTIVE DIRECTOR: No report.

OLD BUSINESS:

- a. The gross revenues from WVARF contracts to-date were approximately \$5,197,616.
- b. Aged Receivables 61 days and over were 19.10% or \$233,049. It was reported that over 60 is higher than last two years. DRS is a large problem over 60 – approximately 40%.

Chairman: Lee Dixon

Members: Linda Maniak, Ken Kennedy, Dennis Miller, Jack McComas, Donna Prunty

Ex Officio Members: Curt Curtiss, Executive Secretary

Stephen R. King, Executive Director, West Virginia Association of Rehabilitation Facilities

NEW BUSINESS

Qualifications for Participation Rule: Craig distributed a draft copy and outlined the steps. Also distributed the Application for Participation and indicated some minor changes. Craig also explained the proposed changes, deletions, additions to Committee Rule 186 Series 4. There was some discussion on this. Upon review of this rule, Mr. Miller asked that the WVARF Staff bring to the Committee an annual report on the status regarding the ratio of 75% utilization of people with disabilities. This report will be by participating Community Rehabilitation Programs. This was agreed to by WVARF staff.

CONTRACT COMPLAINTS: None to report.

CONTRACT PRESENTATION:

New

1. Non-reoccurring State Use Projects Report

Renewals

1. Condiment Kits
2. Tax & Revenue - Clarksburg

Craig indicated that Tax & Revenue is not a renewal, that they just moved into a bigger space.

Lee Dixon moved and Dennis Miller seconded that the Committee accept the new and renewal contracts contingent upon approval from another member of the Committee. Motion carried. Ken Kennedy reviewed the contracts on March 6, 2002, and agreed to accept them as presented.

With no further business to discuss, the meeting closed.

The next Meeting will be: March 13, 2002.

Chairman: **Lee Dixon**

Members: **Linda Maniak, Ken Kennedy, Dennis Miller, Jack McComas, Donna Prunty**

Ex Officio Members: **Curt Curtiss**, Executive Secretary

Stephen R. King, Executive Director, West Virginia Association of Rehabilitation Facilities